

December 2016

Trust in water

# Information pack for applicants

**Associate, Finance, 12 Month FTC**  
**Ref: OFW1639**

[www.ofwat.gov.uk](http://www.ofwat.gov.uk)

**ofwat**



## Introduction from Cathryn Ross, Chief Executive



### **Water is not a dry issue.**

Water is not a dry issue.

The water sector in England and Wales has come a long way in the past 25 years. At privatisation, polluted beaches and rivers and neglected infrastructure meant we were seen as the ‘dirty man of Europe’.

The regulation of this sector was entrusted to the Water Services Regulation Authority (Ofwat) which has maintained a steady hand in driving and incentivising the sector to deliver and to improve. Over the period since privatisation, the water companies have invested more than £116 billion in maintaining and improving services for consumers and the environment. Today, for example, the amount of water lost through leaks is down by about a third since the mid-1990s. In addition, salmon have returned to the River Mersey, once considered one of the most polluted in Europe. All of this has been delivered efficiently too – a litre of tap water, supplied and taken away, costs less than half a penny.

But the world is changing. The water sector faces new problems and very different challenges. In the future, climate change may mean we get more droughts and more floods, making it harder to maintain resilient supplies. Our population is growing, putting more pressure on the water we use. Lifestyle changes have increased our appetite for water in our homes, our work places and our places of leisure. The changing social and economic landscape also means we need to reconsider how business operates and how customers are able to afford their water and sewerage bills.

Ofwat needs to be at forefront of determining and implementing a regulatory system that will protect customers’ interests, drive efficiencies and innovation, enable efficient companies to finance their functions and to ensure that the ‘promises of privatisation’ are delivered. We all need sustainable solutions to these problems.

To do this, Ofwat needs to be at the very top of its game. We need to have confidence that the companies in the sector are resilient – and make sure that others can have confidence in this through improving transparency. We also want to be able to identify the financial, structural or systematic risks to customers over time, and step in where we need to intervene. A successful applicant will support our aims in developing our monitoring and identifying the key risks, particularly focusing on

building and maintaining our relationships with investors and analysts as well as analysing the financial information companies publish. We also expect them to support any action we do need to take.

Thank you for your interest in joining Ofwat at what is a very exciting time for us. We look forward to receiving your application.

**Cathryn Ross**  
**Ofwat Chief Executive**

## **About Ofwat and the role**

Ofwat (the Water Services Regulation Authority) is the economic regulator of the water and wastewater sector in England and Wales. Our role is to help it build trust and confidence with customers, the environment and wider society. Our strategic priorities include:

- delivering the reforms provided for in the Water Act 2014 and help to ensure that they deliver real benefits for water customers and society. This includes putting in place the arrangements for the opening of the non-household retail market to competition in April 2017. It also includes supporting the development of water trading and abstraction reform. Doing these things will require further changes to the way we set prices in our 2019 review;
- maintaining the confidence of investors in the water sector and our regulation of it, though this period of change; and
- developing the means by which we monitor the sector's performance against our vision of trust and confidence, and receive assurance from the sector.

## **Operations resource pool**

Our Operations resource pool delivers essential services across the whole of Ofwat, as well as providing specialist advice and flexible support to enable our demand-driven programmes and projects to deliver their strategic objectives.

### **Specific professional requirements**

Our Operations resource pool provides specialist expertise in the fields of People; Information Technology and Facilities Management; Procurement; Programme Management; Finance; and Business Support.

There are also specialist and mandatory roles that support the organisation in its legislative standing and statutory duties, by the provision of specialist skills and knowledge in areas such as information governance, health & safety, employment law and purchasing.

### **Role expectations**

- take responsibility for the completion of month end whilst providing support to the Senior Associates to embed changes in our financial processes, management information and forecasting;
- play a key role in Ofwat's with the operations pool by providing continuous support to team members to deliver its core duties and improvement of Ofwat's reporting and control environment;
- work flexibly with colleagues across the wider Operations pool as a "single team" to create a seamless efficient service and a centre of excellence.

**The key responsibilities will be:**

1. To act as an effective finance partner completing month end processes timely to produce high quality month end reports. This will require:
  - a. flexible, responsive and customer-focused support to programmes to understand accrued and committed expenditure;
  - identification of prepaid expenditure and processing of adjustments to the ledger;
  - identification of capital expenditure and maintenance of the asset register; and
  - interpreting financial results to ensure pro-active identification and rectification of processing errors.
2. To provide key support to ensure accurate submission of payroll data within the time frames specified by our external payroll provider.
3. Contribute to the development Ofwat's financial management environment, providing ideas and suggestions for improvements to our financial environment and embedding new processes and tools that will enable Ofwat to successfully achieve its objectives. This will include work on the development of the financial system, management information and full programme based budgeting.
4. To provide high quality advice and coaching to colleagues on financial issues, actively contributing to new ways of working by influencing behaviour and embedding a culture of effective financial management, planning and forecasting.

**Key deliverables**

Ofwat needs to be at the forefront of determining and implementing a regulatory system that protects customers' interests, drives efficiencies and innovation, enables efficient companies to finance their functions and ensures that the 'promises of privatisation' are delivered. The work that you'll be involved in every day will be about helping us to deliver our strategy and develop sustainable solutions to these issues, delivering outcomes that matter to customers.

Our work is high profile and fast moving, within a dynamic and agile environment. Whichever of our 6 resource pools you're part of, you'll work flexibly across a range of longer-term programmes and projects, as well as delivering responsively at short-notice to changing priorities. You'll also contribute proactively to our Business

Transformation Programme – our far-reaching culture change programme to make the whole of Ofwat the best that we can be.

Our associates are generally recruited from an external field at the entry level into a career within Ofwat. As an associate you'll have the opportunity to gain a broad exposure in a challenging environment, but with the support and development you need to excel and progress, if that's what you want.

As an associate you'll have autonomy, responsibility and leadership opportunities, and you'll have ample opportunities to develop and solidify your skill set. You'll continue to hone your judgement and your ability to persuasively communicate and engage with stakeholders, both internally and externally. You'll have the opportunity to coach and mentor others, and equally will be supported by coaching and mentoring.

## Professional requirements

	<b>Critical</b>	<b>Expected</b>
Qualifications	Degree or equivalent qualification	AAT qualified / CCAB part qualified
Experience	Previous experience of preparation of monthly management accounts and payroll data.	

## Terms and conditions of employment

### Contract

This is a fixed term appointment for 12 months.

### Salary

The salary range for this role is £22,743 - £32,062 depending on relevant skills and experience required for the post. Salary is paid monthly by credit transfer.

### Location

The role will be based in either Birmingham or London. However, it is likely that travel between offices and throughout the UK will be needed to be effective.

### Contracted place of work and taxable expenses

Any person who regularly works more than two days a month in both the Birmingham and London offices, irrespective of their contracted place of work, is considered by HMRC to have [two permanent workplaces](#).

The payment of your rail fare, accommodation or subsistence in this situation attracts tax and National Insurance because you are receiving a benefit.

Ofwat meets the cost of the tax and National Insurance by grossing up your expenses and recovering the net amount through your monthly pay package. But the expenses are classed as taxable earnings, which could impact on any attachment of earnings – for example, student loan repayments, high income child benefit and state benefits.

For further information on taxable expenses, please email [payroll@ofwat.gsi.gov.uk](mailto:payroll@ofwat.gsi.gov.uk).

## Hours of work

The successful post holder will be required to work a minimum of 37 hours, excluding lunch breaks. You will be required to work such additional hours as is reasonable and necessary for the efficient performance of your duties.

## Probation

There is a probationary period of six months for all new entrants. Subject to satisfactory performance.

## Annual leave

On appointment the post holder will be entitled to 25 days annual leave plus 10½ days' public and privilege holidays a year. Annual leave entitlement will be increased by one day for each year of continuous employment with Ofwat, up to a maximum leave allowance of 30 days.

## Pension

On appointment, you are eligible to join the Civil Service Pension. The Civil Service offers a choice of defined benefit and stakeholder pensions, giving you the flexibility to choose the pension that suits you best. We offer you a choice of two types of pension.

**Alpha:** alpha is an occupational pension scheme and provides a defined benefit worked out on a Career Average basis.

From 1 April 2016, employee contributions will be:

Payband (full-time equivalent basis)		Employee contribution rate (%)
From	To	
£0.00	£21,210	4.60
£21,211	£48,471	5.45
£48,472	£150,000	7.35
£150,001	and above	8.05

From 1 April 2016, employer contributions will be:



Payband (full-time equivalent basis)		Employer contribution rate (%)
From	To	
£0.00	£22,500	20
£22,501	£45,000	20.9
£45,001	£75,000	22.1
£75,001	and above	24.5

- **Partnership:** this is a stakeholder pension with a contribution from Ofwat. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

To learn more about the Civil Service Pension schemes, please follow the link <http://www.civilservicepensionscheme.org.uk/>

## Ofwat benefits

We also offer a range of additional benefits. These include:

- access to our package of benefits via our ‘**Rewards on Tap**’ scheme. This is a voluntary benefits scheme where staff have access to exclusive discounts on a range of goods and services such as retail outlets, theatre tickets, holidays, insurance and gym membership;
- childcare voucher scheme;
- cycle-to-work scheme;
- season ticket loan for travel between home and office;
- flexible working arrangements;
- fees paid for membership of relevant professional bodies;
- regular professional development;
- health and wellbeing initiatives such as mini-medicals, flu vaccinations, employee assistance programme and occupational health; and
- free eye tests and contribution towards lenses/spectacles for VDU users, if appropriate.

## Further information

### Security clearance

Any offer of appointment will be subject to satisfactory completion of security and pre-employment checks. Further information about the security checking procedure is available on request.

### Nationality and immigration control

This post is open to nationals of states within the British Commonwealth and the European Economic Area (EEA) and certain members of their families. There must be no employment restriction or time limit on your permitted stay in the UK.

If you would like further information on Nationality and Immigration Control, please email us at [people@ofwat.gsi.gov.uk](mailto:people@ofwat.gsi.gov.uk).

### Stocks or shares

Because of the nature of the information you will come into contact with and the need to be wholly independent of the water sector in England and Wales, you and your family (including your spouse or civil partner and any children or step-children under the age of 18 who still live at home, or any other member of your household) will be precluded from owning, purchasing or dealing in the shares of the water companies and their holding companies.

### How to apply

Applications should include a:

- curriculum vitae (**CV**);
- **covering letter** or supporting statement that outlines the contribution you can make to Ofwat, including how you feel you meet our professional requirements and demonstrate behaviours outlined in our competency framework;

- completed **CV supplement form**; and
- completed **diversity monitoring form**. This form is not mandatory.

Please email your CV and supporting documents to [recruitment@ofwat.gsi.gov.uk](mailto:recruitment@ofwat.gsi.gov.uk) by the closing date.

If you are unable to make an electronic application, you may submit your application on paper. Please contact us to find out how.

### **Selection timetable**

Closing date	15th December 2016
Sifting	W/c 19th December 2016
Interview date	TBC

If you have any queries about any aspect of this role or selection process, please call Adam Baylis, on 0121 644 7336.

### **Expenses**

We will refund travelling costs at the rate of standard rail fare for the journey or motor mileage rates (cars: 25p per mile).

Please note that proof of purchase will be required for all public transport expenses.

We cannot refund expenses for travel into the UK. If you have to stay overnight, please contact [recruitment@ofwat.gsi.gov.uk](mailto:recruitment@ofwat.gsi.gov.uk) for further details.

### **Data protection**

We will use your application only to inform the selection process, after which we will destroy it. If you are successful, it will form the basis of your personal record with us and we will store it in manual and electronic files.

We will hold any data about you in completely secure conditions, with restricted access. Information in statistical form on present and former employees is given to appropriate outside bodies.

We will include data that you provide on the diversity monitoring form in a general database for statistical monitoring purposes only, enabling us to monitor the

effectiveness of our policy on equal opportunities in employment. Individuals will not be identified by name.

We shall consider that, by applying for this role, you are giving your consent to the processing of your data in the ways described above.

## **Diversity**

Ofwat aims to be an equal opportunities employer. We intend to make sure that there is equality of opportunity and fair treatment for all irrespective of:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership status;
- pregnancy and maternity;
- race, religion or belief; or
- sex or sexual orientation.

We would like to assure you that we will treat the information you provide on the diversity monitoring form in the strictest confidence and only use it to help us monitor appropriate equal opportunities policies. This information plays no part in our selection process.

## **Investors in People (IIP)**

Ofwat has IIP accreditation which reflects good management practices throughout our organisation, including in business planning, individual objective setting, learning and development opportunities, as well as continuous constructive feedback through our delivery and development conversations approach to performance management.

## **Complaints procedure**

The process of recruitment and assessment embraces the principles of fair and open competition and best practice. The first is to maintain the principle of selection for appointment to the Civil Service on merit on the basis of fair and open competition as outlined in the [Civil Service Recruitment Principles](#). The second is to promote an understanding of the [Civil Service Code](#) which sets out the constitutional framework

in which all civil servants work and the values they are expected to uphold, and to hear and determine appeals made under it.

If feel your application has not been treated in accordance with the recruitment principles and you wish to make a complaint, you should contact Natasha Harris, Principal, Operations (People), Ofwat, Centre City Tower, 7 Hill Street, Birmingham, B5 4UA in the first instance. If you are not satisfied with the response you receive from us you can contact the Civil Service Commission